



## Health and Safety Policy

<b>Approved by</b>	LGB
<b>Reviewed</b>	November 2025
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<b>Responsible person</b>	Headteacher
<b>Regularity of Review</b>	Annual

<p><b>1</b></p>	<p><b>STATEMENT OF INTENT</b></p> <p>It is our policy at Arundel Court Primary Academy and Nursery to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.</p> <p>Our aims are to:</p> <ul style="list-style-type: none"> <li>• Provide and maintain a safe and healthy working environment ensuring the welfare of all persons</li> <li>• Maintain control of health and safety risks arising from our activities</li> <li>• Comply with statutory requirements as a minimum standard of safety</li> <li>• Consult with all staff on matters affecting their health, safety and welfare</li> <li>• Provide and maintain safe systems, equipment and machinery</li> <li>• Ensure safe handling, storage and use of substances</li> <li>• Provide appropriate information, instruction and supervision for everyone</li> <li>• Ensure staff are suitably trained and competent to do their work safely</li> <li>• Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health</li> <li>• Assess risks, record significant findings and monitor safety arrangements</li> <li>• Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements</li> <li>• Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters</li> </ul> <p>Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.</p>
<p><b>2</b></p>	<p><b>ORGANISATION</b></p> <p><b>Employer Responsibility</b></p> <p>The overall responsibility for health and safety at the school is held by The University of Chichester Academy Trust Board who will:</p> <ul style="list-style-type: none"> <li>• Monitor both compliance with, as well as the effectiveness of this policy</li> <li>• Provide adequate resources to meet the Trust’s legal responsibilities as well as compliance with this policy</li> <li>• Identify a lead Trustee for health and safety who will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary</li> <li>• Ensure that health and safety has a high profile</li> <li>• Ensure adequate resources for health and safety are made available</li> <li>• Consult and advise staff regarding health and safety requirements &amp; arrangements</li> <li>• Periodically monitor and review local health and safety arrangements</li> </ul> <p>This policy will reflect the requirements of the Health and Safety at Work Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, students and others affected by the organisation.</p>

	<p>The duties of the Board of Trustees include the duty to monitor and regularly review the Health &amp; Safety Policy for the school.</p>
<p><b>3</b></p>	<p><b>Responsible Manager (Headteacher)</b>  The responsible manager for the premises is the Headteacher who will act to:</p> <ul style="list-style-type: none"> <li>• Develop a safety culture throughout the school</li> <li>• Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively</li> <li>• Ensure all new staff are given the appropriate health and safety induction</li> <li>• Assess and control risk on the premises as part of everyday management</li> <li>• Ensure a safe and healthy environment and provide suitable welfare facilities</li> <li>• Make operational decisions regarding health and safety</li> <li>• Ensure periodic safety tours and inspections are carried out</li> <li>• Ensure significant hazards are assessed and risks are managed to prevent harm</li> <li>• Ensure staff are aware of their health and safety responsibilities</li> <li>• Ensure staff are aware of relevant and up to date information with respect to health and safety</li> <li>• Periodically update governing bodies/partnerships as appropriate</li> <li>• Produce, monitor and periodically review all local safety policies and procedures</li> </ul> <p>The responsible manager delegates elements of these duties to the Deputy Headteacher (KD). She is responsible for monitoring the management of fire safety and supports with the above duties.</p> <p>Both the HT and the DHT undertake a wide range of training to ensure they are equipped to monitor the work of the site team and assess if good practice is in place.</p>
<p><b>4</b></p>	<p><b>School Governing Body</b>  The school governors have a responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of the school. Each governor has a clear role in supporting and holding the school to account.</p> <p>Governors are responsible for overseeing the management of the school and will:</p> <ul style="list-style-type: none"> <li>• Monitor compliance of policies</li> <li>• Work alongside the Trustees to provide guidance and support</li> <li>• Provide oversight and be accountable to parents, Trustees, the local community and the local authority</li> <li>• Ensure that health and safety has a high profile</li> <li>• Consult and advise staff regarding health and safety requirements &amp; arrangements</li> <li>• Use professional business/industry experience to support, inform and constructively challenge decisions</li> <li>• Promote the objectives of the Trust</li> <li>• Attend relevant training sessions and Trust events</li> <li>• Assign a lead H&amp;S Governor</li> </ul> <p><b>H&amp;S Governor</b></p> <p>The Health &amp; Safety Governor who will actively monitor and promote health and safety across the school by raising matters with the Headteacher as necessary and attending site termly and review health &amp; safety management.</p> <p>The H&amp;S governor will complete the Governing Body Health &amp; Safety Management Review Monitoring Form over the course of each academic year and report back to the governing body. They will also complete the Fire Management Review Monitoring Form over the course of each academic year.</p>

5	<p><b>Designated Safeguarding Lead (DSL)</b></p> <p>The Designated Safeguarding Lead is the person appointed to take lead responsibility for child protection issues in school. They are supported by SLT and the Inclusion Team. Arrangements regarding child protection are set out in the Child Protection and Safeguarding Policy.</p>
6	<p><b>All Staff (including volunteers)</b></p> <p>All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:</p> <ul style="list-style-type: none"> <li>• Reading the Health and Safety Policy and making note of amendments when notified</li> <li>• Ensuring all training that is assigned to them is completed and carried out as required</li> <li>• Reading all risk assessments that may be associated with their role</li> <li>• Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk</li> <li>• Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented</li> <li>• To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff</li> <li>• Not interfering with health and safety arrangements or misusing equipment provided</li> <li>• Supporting the school/premises/organisation health and safety arrangements</li> <li>• Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions</li> <li>• Reporting safety concerns to the Headteacher/Senior Site Manager and recording using the defect reporting procedure</li> <li>• Reporting any incident that has led, or could have led to damage or injury</li> <li>• Assisting in investigations due to accidents, dangerous occurrences or near-misses</li> <li>• Not acting or omitting to act in any way that may cause harm or ill-health to others</li> <li>• Wearing appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or children. Therefore, no stiletto heels will be worn if staff are working with children and no flip flops or similar style shoes are permitted due to risk to the wearer and the children's safety. The school also recommends that staff do not wear open toe sandals, if they do, they do this at their own risk</li> <li>• Keeping the premises tidy and not obstructing fire exits or routes</li> </ul> <p>Teaching staff are responsible for the day-to-day local management of health and safety within their own classrooms, acting on behalf of the Headteacher, with support and guidance from the SSM. They will ensure that staff and children are provided with adequate safety information, and they will manage all integral and specific risks relating to teaching and learning. They will ensure that all activities are periodically risk assessed and necessary controls are implemented.</p> <p>Their responsibilities include:</p> <ul style="list-style-type: none"> <li>• Weekly checking of equipment to ensure it is safe</li> <li>• Completing annual inspections using the classroom check sheet of their areas of responsibility, taking prompt remedial action where necessary to control risk and report any issues to the SSM</li> <li>• Ensuring safe use of equipment by adults and children</li> <li>• Reminding children of safe behaviour in class and around the school</li> <li>• Being vigilant when on playground and lunch duty and proactively support children to behave in a safe manner, especially when playing outside</li> </ul>

	<ul style="list-style-type: none"> <li>• Following the schools Off-site Visits Policy when planning and risk assessing any internal or external trip</li> <li>• Carrying out risk assessments for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, and any other activities that could cause an injury</li> <li>• Ensuring compliance with overall school policies and procedures</li> <li>• Raising reactive breakdowns and health and safety issues using the defect reporting system and completing near miss reports</li> <li>• New staff attending the new staff induction meeting are briefed on health and safety processes within the workplace</li> <li>• Liaising with the responsible manager if any new process or operation is introduced in the area of their responsibility, so associated risks can be assessed and any necessary precautions can be implemented. All risk assessments are to be completed using - Master Risk Assessment (found in Health and Safety / Risk Assessments)</li> <li>• Recording any concerns re health and safety using the defect report system</li> <li>• Ensuring volunteers in their work area are aware of safeguarding and evacuation routes</li> <li>• Turning off all electrical equipment when they leave their workspace / classroom at the end of their day, i.e. when they are leaving the site and sign out of school using the inventory system</li> <li>• Keeping classrooms, stock cupboards, PE stores and corridors clear, tidy and safe</li> </ul> <p>Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to ensure that all children and members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor this. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.</p> <p>The University of Chichester Academy Trust will ensure that legislation from the Health &amp; Safety at Work Act 1974 will be adhered to.</p>
7	<p><b>Site Manager (SM)</b></p> <p>The Academy's Site Manager (SM) will manage the site team on behalf of, and under direction of the Headteacher. The SM will assist the Headteacher in managing and coordinating health and safety matters relevant to their responsibilities. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or RW Safety Solutions as required.</p> <p>The SM will support the staff with regards to health and safety at work. The SSM is expected to promote safety culture throughout the school and carry out health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.</p> <p>The SM will also manage and co-ordinate all planned preventative, reactive maintenance matters within the school on behalf of, and under direction of the Headteacher, ensuring all health and safety procedures are planned and tracked with support from the Headteacher and the site team.</p> <p>The SM is responsible for undertaking a wide range of typical health and safety related duties (checks) on behalf of, and under the direction of the responsible manager.</p> <p>These include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Local management of legionella</li> <li>• Local management of COSHH</li> <li>• Local management of fire fighter equipment, emergency lighting and fire doors</li> <li>• Local management of steps and ladders</li> </ul>

	<ul style="list-style-type: none"> <li>• Local management of contractors in partnership with the school office</li> <li>• Local management of site security in partnership with the Headteacher and school office</li> <li>• Local management of site safety</li> <li>• Local management of flammable liquids</li> <li>• Local management of risk assessments and safe implementation of control measures</li> <li>• Co-ordinate the resolutions to the defects listed via the defect reporting procedure</li> <li>• Work at height management</li> </ul> <p>The SM delegates elements of these duties to the Assistant Site Manger (ASM). Our SM and ASM work alternating shifts and as such, the ASM receives the same level of training as the SM so that both team members are able to undertake all delegated tasks.</p>
<p><b>8</b></p>	<p><b>The Site Team</b></p> <p>The site team will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the SM and the Headteacher.</p> <p>The site team is responsible for undertaking health and safety related duties (checks) on behalf of, and under the direction of the SSM.</p> <p>These are detailed below:</p> <ul style="list-style-type: none"> <li>• Local management of legionella</li> <li>• Local management of COSHH</li> <li>• Local management of fire fighter equipment, emergency lighting and fire doors</li> <li>• Local management of steps and ladders</li> <li>• Local management of contractors in partnership with the SM</li> <li>• Local management of site security in partnership with the Headteacher, SM and school office</li> <li>• Local management of site safety</li> <li>• Local management of flammable liquids</li> <li>• Carry out routine inspections and complete checklists on a regular systematic basis as instructed by the SM</li> <li>• Co-ordinate the resolutions to the defects listed via the defect reporting procedure</li> <li>• Understanding of work at height principles; management of hazards and control measures as per working at height risk assessments</li> </ul>
<p><b>9</b></p>	<p><b>School Health and Safety Committee</b></p> <p>The purpose of the health and safety committee is:</p> <ul style="list-style-type: none"> <li>• To assist in the assessment of safety related matters and provide appropriate support to the Headteacher</li> <li>• To meet, minimum of once a term, to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory</li> <li>• Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters</li> <li>• Report to the Governing Body concerning health and safety</li> </ul> <p>The health and safety committee consists of the School Health and Safety Governor, Site Manager, Assistant Site Manager, Headteacher, Deputy Headteacher</p>

<p><b>10</b></p>	<p><b>Fire Safety Co-ordinators</b></p> <p>The Fire Safety Coordinators are the SM and ASM, acting as competent persons for the fire safety on the premises on behalf of the Headteacher. They will attend Fire Risk Assessor Training and are responsible for the local management and upkeep of the Fire Safety Manual. They carry out the termly fire alarm tests and report the results to the Headteacher. Any concerns will be actioned. Evidence of this process is retained.</p> <p>The day-to-day fire safety duties are carried out by the site team. They will ensure that the weekly checks are carried out on the fire safety equipment (fire extinguishers and call points in rotation) and any concerns are dealt with promptly. The Fire Safety Coordinators will ensure that the fire safety manual contents are reviewed, and actions taken are monitored. They will carry out the annual internal fire risk assessment on behalf of the Headteacher and arrange for the external fire risk assessment to be carried out every three years or as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety.</p> <p>Whole school fire drills are carried out at least termly at a time agreed by the H&amp;S Committee. Once the committee is satisfied that evacuations are timely and effective, they change the scenarios to practice possibilities that might complicate an evacuation, eg hiding a child, closing down an exit route. After the drill, a drill record sheet is completed to assess how efficiently the school was evacuated and to highlight any areas for improvements or consideration.</p> <p>The Fire Safety Co-ordinators are to work within their level of competence and seek appropriate guidance and direction from the RW Safety Solutions as required and from external fire risk assessors.</p>
<p><b>11</b></p>	<p><b>Personal Emergency Evacuation Plan Manager</b></p> <p>The AHT for Inclusion is the Personal Emergency Evacuation Plan Manager; their responsibilities are to check that class teachers have completed the following:</p> <ul style="list-style-type: none"> <li>• Assess if any children need a PEEP</li> <li>• Complete PEEPS, with support from parents and other relevant agencies.</li> <li>• Ensure parents have signed and are in agreement of the PEEP</li> <li>• Complete PEEPS for visitors, contractors and supply teachers, with support from the Admin Team</li> <li>• Review the effectiveness of the PEEP during and after any evacuation (including drills) – add notes to the PEEPS and sign to show they have been reviewed.</li> </ul> <p>PEEPs are reviewed on an annual basis, or earlier if the needs of the evacuee change. They can be temporary following an injury or permanent if there is a disability.</p> <p>Staff are asked to identify themselves to a member of SLT if they need a PEEP and this is completed together.</p>
<p><b>12</b></p>	<p><b>Legionella Competent Person</b></p> <p>The SM and the ASM are the nominated competent persons for Legionella on the premises and act on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They attend training at intervals not exceeding three years and all training records are retained. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or RW Safety Solutions as required.</p> <p>The site team will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the HSE guidance Legionella ACOP (L8), the schools Legionella Written Scheme and Risk Assessments. They will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety</p>

	<p>of any premises users. Elements of our Legionella management are contracted out, but the SM monitors the recording and highlights any concerns to the HT.</p> <p>The SM will ensure that the Legionella risk assessment is reviewed internally on an annual basis and externally carried out by a competent Legionella risk assessor initially and every three years thereafter/ or as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.</p> <p>All staff will have the Legionella Written Scheme and Risk Assessments made available to them.</p>
13	<p><b>Asbestos Competent Team (ACT)</b></p> <p>The SM and ASM are nominated responsible to deliver asbestos controls as outlined in the Asbestos Management Plan on behalf of the Headteacher who is the asbestos responsible manager.</p> <p>The ACT will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or RW Safety Solutions as required.</p> <p>They will attend training at intervals not exceeding three years and all training records are to be retained.</p> <p>Management of asbestos is presented to all staff as part of the Annual Health &amp; Safety training session, presented by the school's appointed external health and safety consultant. Asbestos also forms part of the new staff induction and regular reminders issued as part of the H&amp;S bulletins.</p>
14	<p><b>Accident Investigators</b></p> <p>The responsible Accident Investigators are the Headteacher, a Deputy Headteacher and the Medical Officer.</p> <p>The on-site trained accident investigators will lead on all accident investigations in accordance with departmental and corporate procedures. They will attend appropriate training/refresher training at intervals not exceeding three years and all training records are to be retained. They are to work within their level of competence and seek appropriate guidance and direction from the head teacher and/or RW Safety Solutions.</p> <p>The Headteacher will support and monitor the on-site accident investigations. They will collate information, report trends and action requirements. This information will be reported to the Health and Safety Committee. They are to work within their level of competence and seek appropriate direction and guidance from the Headteacher and/or RW Safety Solutions.</p> <p>Whole school training and regular reminders in staff briefing instructs staff to notify one of the trained accident investigators in the case of a major accident. If staff are unsure if an accident qualifies as major, they inform the investigators for a decision to be made. Further advice is sought from RW Safety Solutions. Accident investigations include a 'lessons learned' element to prevent similar accidents in the future; items of equipment may be put out of use while an investigation is carried out.</p>
15	<p><b>First Aid &amp; Medical Lead</b></p> <p>Under the direction of the Headteacher, the Medical Officer (with sufficient first aid training), will manage and coordinate the medical needs of the school. This includes:</p> <ul style="list-style-type: none"> <li>• Complete the first aid &amp; medical needs assessment and review annually, or sooner when required</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure staff are adequately trained to minimum requirements as outlined in the first aid &amp; medical needs assessment</li> <li>• Delegating the first aid equipment checks to a designated member of staff and reviewing the check sheets termly.</li> <li>• Responsible for meeting requirements as outlined in the First Aid Policy and for administration of medicines</li> <li>• Ensure resources are available</li> <li>• Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date</li> </ul> <p>Individual Health Care Plans are managed by the AHT for Inclusion, with support from the Medical Officer, Headteacher and individual pupils' teachers and parents/careers. The Medical Officer works closely with parents and carers.</p>
<b>16</b>	<p><b>Health &amp; Safety Assistance &amp; Advice</b></p> <p>RW Safety Solutions is the competent source of health and safety guidance for the school/organisation as required under Reg 7 of the Management of Health and Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from RW Safety Solutions must be sought.</p>
<b>17</b>	<p><b>AHT for Inclusion</b></p> <p>The AHT for Inclusion will fulfil health and safety admin duties and their responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>• Consult with teachers, parents and medical personnel attending to the child</li> <li>• Work with the Headteacher, teachers and the SM to prepare and review risk assessments specific to the child in question both onsite and for offsite visits.</li> <li>• Evidence discussions and meetings between staff, parents and medical personnel involved</li> <li>• Ensure resource of provision for disabled pupils forms part of a whole school commitment to narrowing the attainment gap between pupils with SEND and those without</li> <li>• Organise short- and long-term interventions to deliver learning programmes and interventions developed on an individual needs basis. In addition, some home-school interventions may be appropriate</li> </ul>
<b>18</b>	<p><b>Educational Visits Coordinator (EVC)</b></p> <p>The Education Visits Coordinator is our Deputy Head. They work with their colleagues to help them access and manage risks regarding off-site activities. They must support and oversee planning so that well-considered and prepared arrangements are made when managing off site activities.</p> <p>They work alongside the Headteacher and in accordance with the Evolve/Outdoor Education Service's procedures and guidance.</p> <p>The Headteacher will step forward in the absence of the EVC.</p> <p>The EVC will have the nationally recognised Educational Visits Coordinator training every 5 years.</p>
<b>19</b>	<p><b>Senior Mental Health &amp; Wellbeing Leads (SMHL)</b></p> <p>The SMHLs are the designated people to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and pupils. It is their responsibility to oversee, plan, evaluate</p>

	<p>and implement the school mental health &amp; wellbeing strategy. In our school they are one of our deputy headteachers and a member of our pastoral team.</p> <p>They will undertake the Designated Mental Health Leader Course to adequately guide and support them in their role and give them the knowledge and expertise to support staff and pupils.</p>
<b>20</b>	<p><b>Cleaning Staff</b></p> <p>Our cleaning team are employed directed by the school and are managed and supervised by our SM and ASM.</p> <p>The cleaning staff are responsible for the safe working procedures for the management of the cleaning equipment and hazardous substances.</p> <p>Any required equipment and cleaning supplies are organised and managed by the SM. They provide the COSHH register and ensure it is available at each of the cleaning cupboards.</p> <p>Risk Assessments will be created by the SM and shared with the cleaning staff to ensure full understanding.</p> <p>The cleaners must adhere to the school's Safeguarding and Health &amp; Safety policies and procedures.</p> <p>Our SM is responsible for provide protective equipment, eg gloves, aprons, eye goggles as identified in our risk assessments. This may include equipment specific to any one member of staff if their health or circumstances require it.</p>
<b>21</b>	<p><b>Catering Contractor</b></p> <p>The school kitchen staff are outsourced to a catering contractor, they are responsible for the local management of the main kitchen. The catering contractor is responsible for maintaining the kitchen appliances, equipment and organising the regular cleaning and deep clean. The SM is responsible for the management of Legionella in the kitchens, including them in the recording and flushing schedule.</p> <p>Risk assessments will be created by catering contractor.</p> <p>The catering contractors must adhere to the school's Safeguarding and Health &amp; Safety policies and procedures. They must meet the Trust's minimum insurance requirements.</p> <p>The catering contractors must sign in/out at main reception on the inventory system and will be issued with lanyards that must be worn when on school grounds, the only exception is when they are in the kitchen. The catering contractors must provide the HT with DBS and safeguarding checks information at the start of each school year and when there are changes to staff.</p>
<b>22</b>	<p><b>Ground Maintenance Contractor</b></p> <p>The ground maintenance is outsourced. Contractors must adhere to the schools safeguarding and health and safety policies and procedures. They will be vetted by SM annually and their performance monitored throughout the year. They must meet the Trust's minimum insurance requirements.</p> <p>Risk assessments will be created by the grounds maintenance contractor. The grounds maintenance contractor is responsible for supplying and maintaining their own equipment. They must supply the Academy with the appropriate maintenance records for the equipment proposed for use during the work. These records may include recent test records, inspection certificates or a record of completed maintenance such as an equipment logbook.</p> <p>The ground maintenance contractor only works on site out of school hours, when there are no children on site.</p>

23	<p><b>Core Contractors &amp; Hired-In Contractors</b></p> <p>These Contractors must adhere to the school’s Safeguarding and Health &amp; Safety policies and procedures. They must meet the Trust’s minimum insurance requirements. This includes signing the Asbestos register before carrying out any works in the school.</p> <p>Risk assessments will be created by these Contractors. All risk assessments and associated control measures are then to be approved by the SM prior to implementation.</p> <p>All service and maintenance records must be provided to the Trust as evidence of their works.</p> <p>Our main works are carried out by a primary contractor. Other contract work is done by individuals – see appendix for further details.</p>
24	<p><b>Extra-Curricular Third-Party Providers and Lettings</b></p> <p>This includes third-Party providers for extra academic activities or cultural activities, before and after school clubs and activities outside of school grounds.</p> <p>Risk assessments for Extra-Curricular Third-Party Providers will be created by the provider. All risk assessments and associated control measures are then to be approved by the Headteacher or their delegated member of staff prior to implementation.</p> <p>Their performance is monitored throughout the year and must comply with the necessary Safeguarding and Health &amp; Safety requirements/policies and procedures. Companies must:</p> <ul style="list-style-type: none"> <li>• Have their own Safeguarding Policy.</li> <li>• Have up-to-date Safer Recruitment training.</li> <li>• Carry out all the necessary pre-employment checks for every member of staff including Enhanced DBS (Disclosure and Barring Service) check as well as a CBL (Children’s Barred List) check if applicable to the role.</li> <li>• Have all relevant qualifications applicable to the service they are providing.</li> <li>• Read and understand the school Safeguarding Policy.</li> <li>• Hold Public Liability Insurance.</li> <li>• Hold Employers Liability Insurance for those who are not self-employed.</li> <li>• Relevant first aid qualification suitable to the activity.</li> <li>• Read and understand the school Health and Safety policy.</li> </ul> <p>Before a letting arrangement takes place, the third party provider must meet with the SM or ASM for an induction. This includes fire safety, emergency contacts, site security and areas/equipment that may or may not be used.</p>
25	<p><b>Working at Height Responsible Person</b></p> <p>The SM is the responsible person for working at height. They are responsible for:</p> <ul style="list-style-type: none"> <li>• maintaining the ladders register</li> <li>• undertaking regular inspections of working at height equipment</li> <li>• logging all these inspections on our bring-up diary</li> <li>• supporting staff with any tasks that require work at height</li> <li>• aiming to reduce the need to work at height, eg lowering where we hang clocks</li> </ul>
26	<p><b>Risk Assessors</b></p>

	<p>We have 4 trained risk assessors. The site team are responsible for assessing all premises-related risks. The HT and DHT are responsible for assessing curriculum-related risks and off-site visit risks. The HT and DHT also risk assess staff and children in exceptional circumstances, eg pregnancy, work experience students, those with SEND/SEMH needs.</p> <p>Premises risk assessments are written on a standard template provided by RW Safety Solutions. They are checked by SLT and signed off.</p> <p>All risk assessors are responsible for sharing risk assessments with the wider staff and ensuring they are easily available to all staff.</p>
27	<p><b>Person Responsible for Mini Buses</b></p> <p>The office team, supported by SLT and the site team, are responsible for the administrative aspects of maintaining the two minibuses that we lease.</p> <p>The office team</p> <ul style="list-style-type: none"> <li>• keep records of staff licences and MIDAS qualifications.</li> <li>• liaise with the lease company when maintenance is required</li> <li>• apply for and renew the S19 permits that are needed</li> </ul> <p>The site team</p> <ul style="list-style-type: none"> <li>• liaise with the lease company when maintenance is required</li> </ul> <p>SLT</p> <ul style="list-style-type: none"> <li>• transport the buses to the garage for required repairs/maintenance</li> <li>• keep training records and support MIDAS training booking</li> </ul>
28	<p><b>COSHH Responsible Person</b></p> <p>The COSHH leader is the SM, supported by the ASM. Both have training with RW Safety Solutions at intervals of not greater than 3 years.</p> <p>The COSHH leader is responsible for:</p> <ul style="list-style-type: none"> <li>• maintaining an up-to-date COSHH register</li> <li>• carrying out COSHH risk assessments on hazardous products and filing them with their most recent SDS</li> <li>• ensuring that non-hazardous products are also on the register and that their most recent SDS are filed</li> <li>• ensuring the full site team, including cleaners, are aware of the COSHH risk assessments and how to use products safely</li> <li>• providing gloves, goggles and other PPE as identified in COSHH risk assessments</li> <li>• sharing the COSHH risk assessments with SLT for approval</li> <li>• endeavouring to reduce the number of hazardous products we have on site, eg by changing to non-hazardous products where possible</li> </ul>
29	<p><b>ARRANGEMENTS</b></p> <p>The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health</p>

and safety provisions for the school and are to be used alongside other current school/premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **Health and Safety Management System**

The site team and the SLT update the school diary on a regular basis. This ensures procedures are carried out at the correct intervals and can be reviewed by the Trust. The health and safety management diary is an Excel document saved on the Staff Server in the H&S folder. There are tabs for all elements of H&S management as listed below.

- Planned preventative maintenance for all school and plant equipment
- Statutory insurance inspections
- Premises services schedule
- Regular in-house health and safety checks
- Premises policy reviews
- Site inspections
- Risk assessment review schedule
- COSHH assessment review schedule
- DSE workstation assessment review schedule
- Classroom check sheet review schedule
- Legionella review schedule
- PAT testing
- Ladders, steps and trollies review schedule
- Fire safety review schedule
- Health and safety policy and procedure review schedule
- Safety check sheets review schedule
- Asbestos management

**30**

### **Accidents**

#### **Accidents involving adults**

Any major (needing hospital or external treatment) or minor accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in the Medical Officer's office.

These accident reporting forms will be removed from the pad and kept separately in the SLT office cupboard. A copy of the accident form will be given to the member of staff / next of kin or medical personnel attending to the adult.

More serious accidents are followed up with an accident investigation.

If any more serious accident, incident or injury to members of staff should occur then these events will be reported to the Headteacher and SLT. The Health and Safety Executive will be notified using a RIDDOR reporting form if appropriate. Information on the type of reportable injuries, diseases and dangerous occurrences is supplied by the HSE <https://www.hse.gov.uk/riddor/reportable-incidents.htm> If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the school's health and safety consultant.

#### **Accidents involving children**

	<p>The following has been written with reference to the following information supplied by the HSE:  <a href="http://www.hse.gov.uk/pubns/edis1.pdf">http://www.hse.gov.uk/pubns/edis1.pdf</a></p> <p>All more serious accidents or incidents that involve children are to be immediately reported to the Headteacher. Major accidents or incidents of pupils are recorded in the Accident Report Book and followed up with an accident investigation. This Accident Report Book is located in the Medical Officer's office. These accident reporting forms will be removed from the pad and kept separately in the SLT office cupboard. A copy of the accident form will be given to the parent/carer or medical personnel attending to the adult.</p> <p>The Health and Safety Executive will be notified using a RIDDOR reporting form if appropriate. Information on the type of reportable injuries, diseases and dangerous occurrences is supplied by the HSE <a href="https://www.hse.gov.uk/riddor/reportable-incidents.htm">https://www.hse.gov.uk/riddor/reportable-incidents.htm</a> If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the school's health and safety consultant.</p> <p>Examples of a serious injury / incident are: a bump on the head that causes suspected concussion or dizziness, a head injury that results in a lump on the head, serious burn, suspected breaks of bones, deep (non-surface) cuts and grazes that do not stop bleeding after 5 mins, or are approximately longer than 2 cm or cover more a 5cm square.</p> <p>Minor accidents or incidents involving children such as a small bump to the head, cuts, serious grazes and injuries that need some medical treatments are recorded on a minor injury form. A slip is filed out and sent home to the parents to inform them of the accident. Slips at lunchtime are sent to the classroom to go home so that teaching staff are aware of all injuries.</p> <p>If there is any uncertainty whether an injury is serious or minor, the Headteacher should be consulted, or in their absence, a member of SLT. In any doubt, we err on the side of caution and follow procedures for a major accident.</p> <p>Accident and incident reporting and near misses will form part of the annual health and safety training to all staff. Near misses are reported to the site team via <a href="mailto:defects@arundelcourt.com">defects@arundelcourt.com</a>, with 'Near Miss' as the subject line. Reports include what happened and any control measures subsequently put into place or those that are required to be in place.</p>
<p><b>31</b></p>	<p><b>Violent Incidents</b></p> <p>Violent incidences will be recorded on our CPOMS system and catagorised as either Violent Incident – Pupils or Violent Incident – Staff. The numbers of these and patterns will be shared with Governors.</p> <p>Any physical injury will also be recorded on an accident report form as appropriate.</p> <p>The course of action will be at the discretion of the Headteacher and SLT.</p> <p>Further information is in the Behaviour and Relationships Policy.</p>
<p><b>32</b></p>	<p><b>Incident Reporting, Investigation</b></p> <p>The headteacher, DHT and Medical Officer are trained accident investigators and will always conduct a documented investigation into major incidents, accidents, or injuries.</p>
<p><b>33</b></p>	<p><b>Asbestos Management</b></p> <p>Our management of asbestos is carried out in accordance with the asbestos management plan. This is kept in the front office to be accessed and signed by all contractors.</p> <p>Asbestos Management on site is controlled by the asbestos competent persons outlined in the asbestos management plan. The SM and SM will attend an asbestos awareness (including the management of</p>

	<p>asbestos) every three years. All staff have basic awareness in their annual refreshers and there are reminders in staff briefing.</p> <p>There is no asbestos in the main school building or in the Inclusion Centre due to the date of these buildings being post 2000. There is some limited asbestos in the Den and the Nursery.</p> <p>To identify the Asbestos Containing Materials (ACM) within the school buildings, an Asbestos Survey is conducted that provides an Asbestos Register and full details on the items found. An Asbestos Reinspection Survey is done yearly by the SM or as soon as reasonably possible where there is a possible change in risk or room use or refurbishment/construction which may affect safety. ACMs identified in the first survey are inspected to ensure that no damage or deterioration has occurred and the Asbestos Register is updated accordingly, re-issued to all staff and updated in the Asbestos Manual located at Reception. Internal visual inspections of areas within the school with reported ACM's are carried out termly by the site team, any issues found are immediately reported to the SM who will follow the Asbestos Emergency Procedure found in the Asbestos Management Plan.</p> <p>The Asbestos Register is located in the front office and is to be shown to all contractors who may need to carry out work on site. Contractors must review the Asbestos Register for the area in which they intend to work and sign the Asbestos Register as evidence of sighting prior to being permitted to commence any work on site. This includes our own site team when they are doing work on the fabric of the buildings. If asbestos content is suspected to be present or unknown, works will not be permitted and a detailed Asbestos Survey of the area of works will be undertaken by the appropriate competent Asbestos Management Contractor. Any asbestos identified will then be safely removed or encapsulated by the competent Asbestos Management Contractor before any works can be permitted. Any changes to the premises structure that may affect the Asbestos Register information will require recording in the Asbestos Register.</p> <p>Under no circumstances are contractors or staff to drill or affix anything to the fabric of the building that may disturb materials without first checking the Asbestos Register and obtaining approval from the Asbestos Competent Person.</p> <p>Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and the Asbestos Competent Person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and Asbestos Competent Person.</p> <p>For any project or refurbishment works in areas containing asbestos, the asbestos is safely removed by an accredited contractor as part of the project and the Asbestos Register updated accordingly.</p> <p>Asbestos awareness will form part of the annual health and safety presentation to all staff.</p>
<p><b>34</b></p>	<p><b>Child Protection</b></p> <p>Arrangements regarding child protection are set out in the Child Protection and Safeguarding Policy.</p>
<p><b>35</b></p>	<p><b>Contractors on Site</b></p> <p>The SM is responsible for ensuring all checks and documentation as listed below are in place and held in our contractors' file in the Site Office.</p> <p>Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. They must complete an annual questionnaire and provide supporting documents. These documents may include the Health and Safety Policy, Insurances, Risk Assessments, Method Statements, COSHH Assessments, Employee/Company Licenses and Qualifications, DBS checks, Equipment and Maintenance Records and Environmental Checks.</p>

	<p>All contractors will require adequate risk assessments/method statements to be sighted to demonstrate their safe working practices for specific work being undertaken. A RAMS review form is completed by the School competent person before works commence.</p> <p>Contractor performance monitoring is carried out throughout the works and any issues raised with the Trust.</p> <p>Contractor checks are carried out by the SM and ASM. When work is procured by the Central Team, they carry out the contractor checks. Where possible we use Trust or LA approved contractors. Our main contractors are 2Teck, whose contractors are able to carry out the majority of our needed work.</p> <p>Any hot work permits are to be issued for all temporary hot work on site including gas and electric welding, soldering, brazing, hot cutting and use of naked flames, blowtorches, grinding wheels and cutting discs. Hot work is to be carried out only by those people trained in use of equipment, hazards &amp; precautions to prevent fires. Permits are issued by the SM on a day-to-day basis. The SM will attend Permit to Work training every 3 years.</p> <p>All contractors must report to the front office, where they will be asked to sign in using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the lanyard that they are issued. All contractors must review and sign the Asbestos Register. All contractors will be provided with a Contractor Induction Brief which includes the Fire Safety procedures and local safety arrangements, prior to them commencing work.</p> <p>Contractors may not carry out any work during the time that children are present in school without the direct permission of key staff such as the site team or SLT. If there is any risk to the staff or children the contractor will cordon off the necessary work area. The decision of this precaution is ultimately the school's decision, and if this is not possible the work will not be completed.</p> <p>All school staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. Any member of staff can instruct a contractor to stop working on site if they feel their other staff or children's safety is at risk.</p> <p>No tools will be left unattended by any member of staff or contractor.</p>
<p><b>36</b></p>	<p><b>Curriculum Activities</b></p> <p>All safety management and risk assessments for curriculum-based activities will be carried out under the control of the Headteacher and teaching staff. Supporting documents may include: Supporting Practical Work in Science, D&amp;T and Art <a href="https://primary.cleapss.org.uk/">https://primary.cleapss.org.uk/</a>, the BAALPE handbook and other professional organisations.</p> <p>Other supporting documents can be accessed through SLT and the PE lead.</p> <p>SLT and teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.</p> <p>The school uses an Extra-Curricular Third-Party Provider for swimming.</p>
<p><b>37</b></p>	<p><b>Dogs on School Grounds</b></p> <p>No dogs are allowed on school grounds without prior approval from the Headteacher and a risk assessment in place.</p>

	<p>Only assistance dogs and dogs being used for educational purposes are generally allowed onto the school premises and only at the discretion of the Headteacher.</p>						
<p><b>38</b></p>	<p><b>Defect Reporting and Near Misses</b></p> <p>Any defects found must be reported via the <a href="mailto:defects@arundelcourt.com">defects@arundelcourt.com</a> email.</p> <p>The site team will review this email address daily, prioritising concerns and actions. They will use the site team Ipad to monitor and respond.</p> <p>The staff member reporting the defect or near miss will send an email with either ‘defect’ or ‘near miss’ in the subject line. The email will describe: location, issue and what has been done to address it. The site team will review the emails and reply to them stating what actions have been taken. This may include adding photos or information from outside contractors.</p> <p>The record of the defect and action taken will be stored in a file on the email account.</p>						
<p><b>39</b></p>	<p><b>Display Screen Equipment</b></p> <p>All users, those using a display screen for continuous periods of an hour or more per day must complete workstation assessments and any issues will be actioned as necessary by their Line Manager. Workstation assessments are to be routinely reviewed at intervals not exceeding two years.</p> <p>DSE will form part of the annual health and safety training to all staff.</p> <p>DSE assessments are managed by the Headteacher.</p>						
<p><b>40</b></p>	<p><b>Electrical Safety</b></p> <p>The Headteacher will ensure through the SM that:</p> <ul style="list-style-type: none"> <li>• Only authorised and competent persons are permitted to install or repair equipment</li> <li>• Equipment testing / inspection can only be carried out by a competent person / contractor</li> <li>• Equipment is not to be used if found to be defective in any way</li> <li>• Defective equipment is to be reported via the defect reporting procedure and immediately taken out of use until repaired or replaced</li> <li>• Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Headteacher and it has been PAT tested prior to use</li> <li>• New equipment brought by the school is covered under the first-year warranty and will be picked up in the next annual PAT testing session, which will be within the first year. However, new equipment not purchased by the school must be PAT tested even if under the first-year warranty</li> <li>• All electrical equipment will be inspected / tested under the following regime: <table border="1" data-bbox="504 1532 1358 1644"> <tr> <td>Fixed Appliances</td> <td>Every third year</td> </tr> <tr> <td>IT &amp; Double Insulated Equipment</td> <td>Every second year</td> </tr> <tr> <td>All earthed equipment and other portable items</td> <td>Annually</td> </tr> </table> </li> <li>• Periodic Electrical Installation Inspection &amp; Testing (Fixed Wire) testing will be carried out every 5 years</li> <li>• Where 13-amp sockets are in use, only one plug per socket is permitted.</li> <li>• Plug adapters are not to be used on site</li> <li>• All coiled extension leads must only be used temporally and must be fully extended when in use</li> <li>• Standard extension leads are only to be used as a temporary measure as far as is reasonably practicable and are PAT tested annually</li> <li>• Where extension leads are in use, to avoid overloading, these should be used to power an agreed set of electrical equipment that requires a permanent connection to a power supply and is within the acceptable power usage capability of the extension lead</li> </ul>	Fixed Appliances	Every third year	IT & Double Insulated Equipment	Every second year	All earthed equipment and other portable items	Annually
Fixed Appliances	Every third year						
IT & Double Insulated Equipment	Every second year						
All earthed equipment and other portable items	Annually						

	<ul style="list-style-type: none"> <li>• Where extension leads are in use, only 1 extension lead permitted per classroom</li> <li>• Where extension leads are in use, only 1 extension lead permitted per single or double socket</li> <li>• Where extension leads are in use, these are not to be overloaded</li> <li>• It is not permitted to join extension leads together</li> <li>• The appropriate number of electrical sockets will be installed as required during project works, such as classroom re-arrangements and refurbishment</li> <li>• Appropriate cable management will be implemented as part of any project works</li> </ul> <p>Any defective or suspected defective equipment, systems of work, fittings, etc, must be reported via the defect reporting procedure and attended to as soon as possible.</p> <p>The school uses an external PAT tester.</p> <p>Electrical safety will form part of the annual health and safety training to all staff.</p>
<p><b>41</b></p>	<p><b>Emergency Procedures</b></p> <p>General emergency evacuation procedures for non-fire related emergencies are to be carried out in accordance with the Business Continuity Plan and Emergency Management Plan. This includes a lockdown procedure which is to be used if there is an external threat to safety and adults and children need to be kept within the building.</p> <p>Fire related emergency evacuation procedures are to be carried out in accordance with the fire evacuation plan. Emergency procedures shall be tested termly and scheduled by the SSM. The evaluation of these drills will be reported to the Headteacher and will form part of the report issued to the health and safety committee.</p> <p>The school has a detailed plan if the staff and children need to evacuate to a location away from the school. This is outlined in the fire evacuation plan and is practiced annually.</p> <p>Evacuation routes and fire action notices are displayed next to fire alarm call points and next to all final fire exits. These routes detail nearest exit, the necessary route and the assembly points and fire extinguishers.</p> <p>All staff will receive a brief and/or a copy of the non-fire and fire related emergency evacuation plans at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.</p> <p>Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. There are staff on each of the upper floors who are trained to use the Evacuation Chairs at intervals of no more than three years and records of this training are retained by SLT. In the event of an emergency evacuation, the lift is not to be used.</p>
<p><b>42</b></p>	<p><b>Fire Safety</b></p> <p>Arrangements regarding fire safety are set out in the school/premises Fire Safety Management Plan, which underpins all fire safety management process and informs the School Emergency Evacuation Plan.</p> <p>The Fire Safety Co-ordinators are the competent persons for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. At this school it is a DHT and the SM.</p> <p>The Headteacher will ensure through the Fire Safety Co-ordinator that:</p> <ul style="list-style-type: none"> <li>• All staff will receive an annual refresher fire safety training presentation</li> <li>• All staff are to complete fire safety training at intervals not exceeding three years</li> </ul>

	<ul style="list-style-type: none"> <li>• A selection of staff will complete a Fire Extinguisher Awareness Training course online at intervals of not more than three years</li> <li>• Fire safety procedures are readily available for all staff to read</li> <li>• Fire safety information is provided to all staff at induction and periodically thereafter</li> <li>• Fire safety notices are posted in the key areas of the building close to the fire points</li> <li>• Evacuation routes and assembly points are clearly identified</li> <li>• Staff are aware of their own responsibilities for knowing the location of fire points and fire exits They should also know the location of the assembly point in the event of fire</li> <li>• All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable</li> <li>• Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual</li> <li>• The fire risk assessment is reviewed as follows: <ul style="list-style-type: none"> <li>○ Internally carried out <b>annually</b> by the school fire safety manager/competent person and H&amp;S Governor who will ensure that evidence of reviews are retained for inspection purposes</li> <li>○ Externally carried out by a competent fire risk assessor <b>initially and every three years thereafter</b></li> <li>○ Externally carried out by a competent fire risk assessor <b>as soon as reasonably possible</b> where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety</li> </ul> </li> <li>• The School operates a 'No Smoking' policy across all our buildings and our school grounds. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials.</li> <li>• All non-essential electrical equipment that is not designed to be left on unattended will be switched off when not in use and, where practical, at the wall. This is particularly important at times when the school will be unoccupied for long periods of time, ie, weekends and holiday periods, etc</li> <li>• The necessary checks for fire doors, fire fighting equipment and emergency lighting are carried out locally and by external contractor when appropriate. These records can be found in the fire safety manual, on the shared drive.</li> </ul>
43	<p><b>First Aid</b></p> <p>Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed as an appendix in the First Aid Policy and in each room in the school.</p> <p>First aid provision requirements will be assessed using the first aid and medical needs assessment form to identify, formalise and record what level of first aid provision is needed in their building, premises or for the team. This form along with the training plan will be reviewed periodically by the Headteacher and the Medical Officer.</p> <p>The Headteacher will delegate the role of ensuring first aid boxes/kits are checked every term, recording of checks on our bring-up diary and replenishing as appropriate. This checklist will be periodically reviewed by the Medical Officer.</p> <p>The Medical Officer will support school staff in following the First Aid Policy and the Supporting Pupils with Medical Conditions and Administration of Medicines Policy.</p> <p>Every year group has a minimum of one qualified first aider and they are the first point of contact for medical assistance. However, any member of staff is able to treat minor injuries.</p>
44	<p><b>Woodland Area &amp; Outdoor Learning</b></p> <p>The forest is maintained by our site team who include it in their daily inspections for rubbish and sharps. Periodic maintenance is carried out to remove overgrown brambles and to monitor for dangerous plants. Trees are maintained by our external provider.</p>

	<p>The school has a risk assessment for lessons and activities that are undertaken in the forest and in our outside areas. This is shared with all staff, store on the Server and a copy put on the staffroom noticeboards.</p> <p>Periodic training is carried out in our PDMs to support safety and curriculum delivery outside.</p>
<b>45</b>	<p><b>General Equipment</b></p> <p>All general equipment requiring statutory inspection and/or testing on site will be inspected by appropriate competent core contractors or as locally arranged on regular intervals. Records of inspections/testing will be kept on the shared drive. Our equipment is:</p> <p>indoor and outdoor climbing/PE equipment, point of contact water heater (main staffroom) evac chairs boilers</p> <p>Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.</p> <p>Where appropriate, defective equipment or building fabric issues are to be reported to the SM.</p>
<b>46</b>	<p><b>Good Housekeeping</b></p> <p>Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:</p> <ul style="list-style-type: none"> <li>• All corridors and passageways are kept free from obstruction</li> <li>• Shelves in storerooms and cupboards are stacked neatly and not overloaded</li> <li>• Floors are kept clean and dry, and free from slip and trip hazards</li> <li>• Emergency exits and fire doors are not obstructed in any way</li> <li>• Supplies are stored safely in their correct locations</li> <li>• Rubbish and litter are cleaned and removed at the end of each working day</li> <li>• Poor housekeeping or hygiene conditions are immediately reported</li> <li>• The site team will ensure the bin store is locked at the end of the day, during the weekends and during the holidays. Any excess rubbish created during the day is placed directly in the external bin, in the bin store</li> </ul> <p>Of note is the increase in rubbish at the end of term. Staff are reminded of when bin collections are expected during the last week of term and encouraged to dispose of rubbish in time for collection.</p>
<b>47</b>	<p><b>Hazardous Substances</b></p> <p>Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Headteacher and/or the SM/ASM. The premises COSHH assessors acting on behalf of the Headteacher are the SM/ASM.</p> <p>The SM/ASM undertaking COSHH assessments will undertake necessary COSHH assessor training every three years.</p> <p>All COSHH assessments are stored at the location of the hazardous substance for ease of access and on the shared drive.</p> <p>When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH</p>

	<p>assessment completed for that hazardous substance. A COSHH assessment index is made available to all staff so they are aware of items approved for use in accordance with the assessment.</p> <p>Staff must never attempt to use a harmful substance, including cleaning products, unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.</p> <p>All hazardous substances are to be stored in the secure and signed storage when not in use which is in the cleaner's cupboards and the Site Managers' office for this premises. These locations are to remain locked at all times. COSHH assessments will be kept accessible in these locations and on the shared drive.</p> <p>All staff will ensure the cleaning cupboards are always locked when not in use, at all times.</p> <p>Third party contractors storing hazardous products on site are the catering contractors. They provide their own COSHH register and its available at their locations. These contractors will adhere to the same management control processes for hazardous products as those of the school. The SSM will inspect storage locations every term to make sure items are appropriate and risk assessments are available.</p> <p>Flammable liquids are stored in flammable liquid store in the SHED in the playground and managed by the site team in accordance with the Flammable Liquids Risk Assessment. Locally stored products are in upper cupboards or locked cupboards.</p> <p>Cleaning products will only be purchased through the school ordering system and authorised by the Headteacher.</p> <p>Hazardous substances and COSHH will form part of the staff induction and the annual health and safety training to all staff. Staff are reminded regularly through staff briefings that they are not to bring any substances on site for curriculum use or other reason unless it has been approved and risk assessed first.</p>
<p><b>48</b></p>	<p><b>Hot Drinks and Food</b></p> <p>Arrangements for the safe management of hot drinks are set out in the staff induction and the annual health and safety training to all staff. Hot drinks beyond the staff rooms require a screw on top with the cup. Staff are not permitted to carry an open cup or mug containing a hot drink or hot food. Staff are encouraged to report incidents where this is seen. No hot drinks are permitted in classrooms or playgrounds unless they have screwed on lids.</p>
<p><b>49</b></p>	<p><b>Inspections and Monitoring</b></p> <p>Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported using the defect reporting procedure.</p> <p>Documented monitoring and inspections of individual teaching spaces will be carried out annually by all teaching staff via completion of the HSE classroom checklist issued to all staff by the Headteacher. The information from these check lists is collated into one then issued to the SM to action and record.</p> <p>Routine documented inspections of the premises will be carried out every week/month/term in accordance with the premises inspection schedule, found in the SM's health and safety folders in the site office. Inspection findings are to be recorded and any defects recorded using the defects reporting system. The completed inspection forms are regularly checked and signed by the SM.</p> <p>Of note is the need to inspect the grounds every morning to ensure they are safe for children. Our location in the heart of the city makes us vulnerable to sharps being discarded over our fences. We also</p>

have regular occurrences of animal faeces on our field and playgrounds. In Winter, there may be the need to clear areas of ice and frost or to cordon off dangerous areas.

In addition to the formal documented inspections by our site team, daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues. This includes on arrival to school and the staff route to their place of work, a check of classrooms and a check at playtime of any equipment being used. Staff should be particularly mindful outside that things that were safe during the early morning inspection may have become unsafe by playtime. Any concerns should be immediately reported using the defect reporting procedure. Staff should barrier off any hazards and inform the site team through [defects@arundelcourt.com](mailto:defects@arundelcourt.com), with Defect as the subject. In the email they should list the location and details of the defect, what they have done to ensure the area is safe. The site team will respond with the details of their actions. In the case of an emergency where the staff member is unable to secure the area, the site team are to be contacted immediately by phone. If the site cannot be made secure, then it is to be cordoned off securely and not used until it is safe to do so.

Defects identified during these routine documented inspections are to be immediately reported to the SM or Headteacher and recorded using the defect report system. Any identified high-level risks or safety management concerns are to be actioned and shared at Health and Safety Committee meetings.

The Headteacher and/or their deputy will meet termly with the SM to review all system/technical checks and the management checks to ensure systems have been maintained.

The SM will complete an Annual Fire Safety Management Review Form and an Annual Health and Safety Inspection Checklist.

Periodic detailed inspections of the premises' safety management system will be carried out by the school Health and Safety Governor. These documented inspections will examine all areas of the safety management system and a Health and Safety Management Review Form will be completed. Defects identified during the inspection and audit are to be reported to the SM and the Headteacher, who will arrange for the appropriate remedial actions to be taken. This is reported back to the main local governing body and held on Governor Hub.

We have an annual audit carried out by Ray West. This involves one half-day site inspection and one half-day audit of our systems and records. Outcomes of both days are reported to our governors and to the Central Team.

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### **Kitchens**

Authorised access and safe working procedures for local management of the main kitchen and other facilities where catering is provided are organised and managed by the school appointed catering contractor. These areas are only to be used by authorised staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter these areas must gain approval from a competent person prior to entry and must strictly adhere to the catering contractors safe working practices.

The SM will be required to enter the contractor managed kitchen to carry out regular health and safety checks and site inspections: legionella testing and flushing, fire extinguisher checks, emergency lighting and exit door checks.

First aid is carried out by the contractor and it is their kit. The catering contractors must sign in and out at main reception on the inventory system.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are under the local health and hygiene guidance.

	<p>All staff and volunteers working with the children preparing or cooking food will adhere to the relevant risk assessment.</p>
<p><b>51</b></p>	<p><b>Legionella Management</b></p> <p>Legionella management on site is controlled by the legionella competent persons, in accordance with the Risk Assessment and Written Scheme, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning &amp; defects are to be retained for auditing purposes. These are checked monthly by the SSM and include checks on all water facilities in our school kitchens.</p> <p>The Legionella risk assessment is reviewed as follows:</p> <ul style="list-style-type: none"> <li>• Internally carried out annually by the school Legionella competent person</li> <li>• Externally carried out by a competent Legionella risk assessor initially and then every three years thereafter, with our internal assessments in the intervening years. We use Liberty as our external specialist.</li> <li>• Externally carried out by a competent Legionella risk assessor as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk</li> </ul> <p>Flushing is carried out by our site team. This happens weekly for any dead legs or taps not used regularly. It happens in the last day of school holidays.</p> <p>Temperature checking is carried out by an external specialist company, Liberty. Liberty submit the readings to the SSM who checks for any temperatures that cause concern. They follow a comprehensive programme to ensure compliance.</p> <p>Sinks and taps are kept clean and lime scale free. They are checked as part of the site team regular checks around school.</p> <p>We have one shower in school, in the Hygiene Room, but it is not in use and is disconnected. We have water coolers, but they are also disabled. There is a hot water heater for making hot drinks in the staffroom; it is serviced regularly and included in the legionella checks schedule.</p> <p>Staff are also responsible for checking water temperatures; they are instructed to alert the site team as a matter of urgency if taps run hot and to put them out of action to ensure children are not at risk of being scalded.</p>
<p><b>52</b></p>	<p><b>Lone Working</b></p> <p>Our Lone Working Policy sets out full details of how we manage lone working. All lone working is to be approved by the Headteacher. There is a Home Visits Policy which details how we manage home visits.</p> <p>Non-site staff are not permitted to work at height, use hazardous substances or dangerous equipment when working alone.</p> <p>Site staff are not permitted to work at height when working alone. They may use hazardous substances as set out in the risk assessment for that product. Dangerous equipment may be used by the site team when lone working provided this has been agreed by the Headteacher beforehand.</p> <p>Lone working may include:</p> <ul style="list-style-type: none"> <li>• Late working</li> <li>• Home or site visits</li> </ul>

	<ul style="list-style-type: none"> <li>• Weekend working</li> <li>• Site manager/caretaker duties</li> <li>• Site cleaning duties</li> <li>• Working in a single occupancy office</li> </ul> <p>When loan working, staff must notify a colleague or family member that they are in school on their own and the time they expect to leave. They must contact that person when they have safely left the site. If staff who are lone working have a car on site, it must be parked in the car park at the front of the school by the mini buses. The perimeter gates are fully locked and the staff car is then accessed safely through internal gates.</p> <p>On leaving the school building, the alarm must be set and the front door locked. The site team can work anywhere on site where they need to, but all other staff are only to work on the ground floor.</p> <p>There are times when staff are contacted for an emergency call out and may come to school on their own. They must inform a family member/friend and/or a colleague. If there is any concern that the school has been broken into or that intruders are on site, staff are not to enter the building, but must call 999 and request assistance. Staff are not to put themselves at risk.</p>
53	<p><b>Mini Buses</b></p> <p>The school leases 2 minibuses from CVM.</p> <p>Each minibus weighs 2800kg and so staff just need a category B on their licences. We require all minibus drivers to be MIDAS trained.</p> <p>The school holds a S19 permit for the buses. The permit is kept in the minibus in a permit disc.</p>
54	<p><b>Moving and Handling</b></p> <p>All staff must attend the annual moving and handling awareness training which is part of the annual health &amp; safety refresher course. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.</p> <p>Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.</p> <p>The site team is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements at periods not exceeding three years.</p> <p>Midday supervisors are also expected to carryout regular moving and handling and details of how to do this are detailed in the Tables and Chairs Moving and Handling risk assessment.</p> <p>All staff will be given access to and asked to read the HSE guidance concerning Moving and Handling. 'Manual Handling at Work A Brief Guide' can be found on the shared drive and must adhere to the recommendations.</p> <p>Risk assessments will be created for specific moving and handling activities and given to staff if they are expected to carry out these activities.</p> <p>Of note, is moving boxes of copier paper. These boxes should be opened and moved by reams rather than the whole box if deemed to be too heavy rather than risk an injury.</p>

	<p>No child should be allowed to move items that are too heavy. This includes chairs and tables as well as PE equipment.</p>
55	<p><b>New and Expectant Mothers</b></p> <p>SLT will carry out risk assessments wherever any employee notifies the school that they are pregnant. These risk assessments will be reviewed regularly and in appropriate intervals in accordance with the new and expectant mother's needs and on their return to work.</p> <p>Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:</p> <ul style="list-style-type: none"> <li>• Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and/or GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles</li> <li>• If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and/or GP immediately to ensure investigation</li> <li>• Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and/or GP as this must be investigated promptly</li> </ul>
56	<p><b>No Smoking Policy</b></p> <p>The School operates a 'No Smoking' policy across all our buildings and our school grounds. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials.</p> <p>Where staff leave the site to smoke or vape, they must walk a distance away so that they are not visible from the school or its grounds.</p>
57	<p><b>Off-site Activities</b></p> <p>Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance and set out in our Off-Sites Visits Policy. The Education Visits Coordinator works with their colleagues to help them access and manage risks.</p> <p>All off site activities, including routine or local trips, will be registered, managed, recorded and approved using the Evolve system. All relevant teachers, the EVC and Headteacher will have an account with the online Evolve system.</p> <p>Routine sporting fixtures are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.</p>
58	<p><b>Physical Intervention</b></p> <p>Arrangements regarding physical intervention are set out in the Behaviour and Relationships Policy, this can be found on the shared drive and school website.</p>
59	<p><b>Provision of Information</b></p> <p>The Headteacher will ensure that health and safety information systems are established so that all staff are periodically provided with information regarding health and safety on the premises. These systems are:</p> <ul style="list-style-type: none"> <li>• Annual health and safety training to all staff (signed acceptance sheet required)</li> <li>• New staff induction (signed acceptance sheet required)</li> </ul>

	<ul style="list-style-type: none"> <li>• Health and safety induction and refresher training (certificate required)</li> <li>• Regular training</li> <li>• The National College development platform</li> <li>• Health and safety noticeboard</li> <li>• Key information section on the school website</li> <li>• Health and safety section on the school shared drive and UNICAT Intranet</li> <li>• Use of email</li> <li>• Committee meetings</li> <li>• Weekly staff briefing</li> <li>• Paper copies of documents in school office</li> <li>• COSHH assessments stored at the location of the hazardous substance</li> </ul> <p>Local health and safety advice is available from the SM and the schools appointed health and safety consultant can provide both general and specialist advice.</p> <p>The health and safety law poster is displayed on the health and safety noticeboard.</p>
60	<p><b>Risk Assessment</b></p> <p>General risk assessment management will be co-ordinated by the Headteacher and SM and must be undertaken for all areas where hazards are identified or perceived. Although staff are expected to assess and act to mitigate hazards where the hazard is potentially significant, a trained risk assessor shall oversee the assessment. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.</p> <p>Premises RA are created by the SM and approved by the Headteacher and/or their deputy. They are stored on the Server. Risk assessments are shared with staff and contractors who they affect. They are recorded on our bring-up diary which also logs when they are to be reviewed.</p> <p>Risk assessments for educational visits, trips and off site activities will be created by the activity leader and reviewed/approved by the Educational Visit Coordinator. They are stored on EVOLVE.</p> <p>Individual risk assessments can be for pupils or staff. For pupils, they are created by their class teacher – they may be for a particular trip or for everyday in school. They are approved by SLT and shared with parents/carers.</p> <p>Curriculum-linked risk assessments and how we use the outdoor space with our children are written by SLT in consultation with middle leaders and teachers. They are shared with all staff via email and kept on the Server for all to access.</p> <p>Risk assessments for extra-curricular/before and after school clubs and activities will be created by the provider and reviewed/approved by the school trained risk assessor</p> <p>Completed risk assessments are listed in the Risk Assessment Register and will be reviewed periodically in accordance with each risk assessment’s review date.</p> <p>The site team and members of SLT will complete a risk assessor course carried out by the health and safety consultant 3 yearly.</p>
61	<p><b>Mental Health &amp; Wellbeing</b></p> <p>The school strives to support all staff members on maintaining a healthy work / life balance. It is recognised that mental health and wellbeing is not solely an isolated or individual issue, but one that may have both work as well as personal causes, and pressure arising from work can have as much</p>

impact on an employee's mental health and wellbeing as personal issues. It is also recognised that, even when in the same situation, different people may experience different levels of stress and react in different ways. Therefore, the level and type of support required by individuals may differ significantly and the school offers a variety of mechanisms to support in identifying and controlling stress.

The primary means of identifying and controlling stress is through the use and on-going development of open and effective communication with all members of staff throughout the school. We take the view that positive mental health and wellbeing are paramount to a happy and productive working and learning environment and acknowledge the part we all have to play in promoting this. An open-door policy is in place where staff are encouraged to discuss any concerns or stress symptoms. Line management and staff meetings, are held regularly, along with staff surveys, where all staff are encouraged to provide feedback, both positive and negative.

To aid in supporting our staff, the school provides an employee's support line, the number is displayed in the staffroom and sent out on email to all staff annually. Care First is available for all our employees: Weblink: <https://www.carefirst-lifestyle.co.uk> 24/7 Confidential Helpline: 0808 168 2143

We also promote Education Support for telephone help: 08000 562 561

To support the comfort, safety and wellbeing of all staff at their workstations, DSE Workstation Assessments are carried out by relevant members of staff at intervals not exceeding 2 years. Any issues identified are reviewed and actioned by the Line Manager and Headteacher support where appropriate.

New and expectant mothers are regularly assessed throughout their pregnancy and for 6 months following the birth or until they have stopped breastfeeding to ensure their continued comfort, safety and wellbeing in the workplace.

Should a member of staff be unwell, and away from work for any length of time, they are encouraged to keep lines of communication open with their Line Manager.

Should a member of staff be absent for sickness, they must complete a return-to-work form (on the Staff Server) and attend a return-to-work meeting with the School Business Manager prior to resuming their duties. Where there has been a longer period of absence, staff are encouraged to have this meeting earlier to ensure they are well enough to return and to agree if any adjustments are needed or a referral to occupational health.

The school has a 2-week half term in October to give staff a longer break during the very long Autumn term at a time of year when sickness can be increased.

To further support staff well-being the school has a 2-week half term in October, in recognition of the longer Autumn term and that absences and sickness are greater in this term. The Headteacher grants time off when requested for family events and personal reasons.

We recognise that the DSL team have to manage what can be very stressful and upsetting issues through their work with our children and families and in hearing serious disclosures. We have a programme of supervision for the DSL team that includes use of external expertise. In addition, we draw on the LA EP team for more specialist support. All members of SLT have completed DfE funded supervision.

### **Supporting pupils**

We are committed to supporting all children including those with medical conditions, including those that mean they are unable to attend school for any period of time. Our processes for this are in our Supporting children with Medical Conditions Policy.

	<p>As part of the school’s commitment to promoting positive mental health and wellbeing for all pupils, the school offers support to all pupils by:</p> <ul style="list-style-type: none"> <li>• Raising whole school awareness of mental health and wellbeing during assemblies, PSHE and through the curriculum with our use of Zones of Regulation</li> <li>• Having open discussions about mental health and wellbeing as well as providing safe opportunities for pupils to share their thoughts/concerns using worry boxes, circle time etc</li> <li>• Providing pupils with opportunities to provide feedback on any elements of school life that impacts negatively on mental health and wellbeing</li> <li>• Offering support for parents and pupils with the inclusion team</li> <li>• Offering internal interventions</li> <li>• Working closely with external agencies, eg Mental Health Support Team</li> </ul>
62	<p><b>Traffic Management</b></p> <p>Generally, unless approved by the HT or DHTs we do not allow any vehicles on site during the school day. In the exceptional circumstance that a vehicle has to enter the site during the school day, staff man the gates, walk with the vehicle and children are kept indoors.</p> <p>Arrangements for where staff may use their own vehicles for business use are outlined in the Driving at Work Risk Assessment.</p> <p>When boarding/alighting the mini-buses, the gates remain closed so that there’s no moving traffic in the car park.</p> <p>On occasion, our school field is used as a landing area for the Air Ambulance. They ring us on their approach and the whole of the outdoor area is cleared of children and staff. We do not go outside while the rotors are moving and windows are kept closed. The same requirements are in place when the helicopter takes off again.</p> <p>Staff do use their own vehicles for business use, eg travelling to and from meetings or to visit other schools. Staff are advised through briefings and training (including induction) that they should have business use included on their car insurance. We do not check this where individuals are transporting just themselves or other colleagues. There are times when staff transport children in their own cars. Staff are required to submit proof of comprehensive, business insurance, their valid driving licence and a copy of the DVLA record of any offences. There is a separate risk assessment written for these times, logged with the school trip risk assessments.</p>
63	<p><b>Training</b></p> <p>Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health &amp; Safety Induction Checklist and will include child protection and health and safety training. The signed Staff Health and Safety Induction Checklist is kept in staff’s individual personnel files.</p> <p>The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. If possible, this induction will be in the form of a few separate induction sessions. The induction process will be managed by the Headteacher with assistance from SLT and the AOO.</p> <p>A comprehensive health and safety training plan is maintained to ensure health and safety training is effectively managed for all staff who require it. The HT manages the plan.</p>

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Annual health and safety training to all staff
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals, if relevant to their role

Health and safety training records are held by the Headteacher who is responsible for co-ordinating all Health and safety training requirements, maintaining the health and safety training plan and managing the planning of health and safety refresher training for all staff as required.

All health and safety training is supported by a certificate of training or a signed training acceptance sheet.

All staff will attend an annual health and safety foundation/refresher training session, presented by the schools appointed external health and safety consultant. This presentation will include:

- Accident and Incident Reporting
- Asbestos Awareness (including Asbestos Register)
- Basic Hygiene
- Defect Reporting
- DSE Safety
- Electrical Safety & PAT
- Fire Safety
- Hazardous Substance & COSHH
- Hot Drinks Safety
- Housekeeping
- Moving & Handling
- Near Misses
- Needles & Needlestick Injuries
- Risk Assessment Requirement
- Safe Practices
- Safe Premises
- Sharps & Weapon Safety
- Slips and Trips
- Work at Height

<b>64</b>	<p><b>Trees &amp; Branches Risk and Management</b></p> <p>The school recognises that trees within the school grounds should be subject to appropriate management.</p> <p>Tree surveys are undertaken by a competent person (Level 3 Arboriculturalist) every two years or as soon as reasonably possible where there is a change in risk which may affect safety. Any necessary action resulting from the survey will be taken to ensure risks are reduced to as low as reasonably practicable.</p> <p>For the on-going care, inspection, and maintenance of the trees the site team will conduct a termly visual inspection. Any issues found will be immediately reported to the SM for necessary action to be taken by a competent contractor.</p> <p>Any damage to any tree, should be immediately reported to the Headteacher and SM who will immediately act to cordon off the area and seek appropriate advice.</p> <p>We have a forest area that the children access as part of lessons and play. While we monitor these trees for low branches and safety, due to the aims of these lessons (which include children being able to manage risk) we are more flexible in our management of these.</p>
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<p><b>65</b></p>	<p><b>Visitors</b></p> <p>All visitors must initially report to the school office where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. Visitors to the Nursery sign in with the same process but in the Nursey building.</p> <p>Visitors will be expected to sign in and out upon entrance and exit and will be issued with a visitor lanyard to wear visibly during their time on site. These are colour-coded for clarity: blue for supply agency staff, green for visitors who have a clear DBS that we have seen, red for visitors who do not have a clear DBS that we have seen. Staff are required to question any adult on site with no lanyard. Children are encouraged to do the same.</p> <p>Where possible, prior to the visitor’s attendance, a member of the admin office will ask the visitor if a Personal Emergency Evacuation Plan is required.</p>
<p><b>66</b></p>	<p><b>Work at Height</b></p> <p>Work at height is always to be undertaken in accordance with this policy and work at height risk assessments. The schools general work at height will be undertaken in accordance with the specific risk assessments for work at height activities which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.</p> <p>All higher risk staff attend the Ladders and Steps Safety Training presented by the external appointed health and safety consultant 3 yearly.</p> <p>The SM and ASM are the competent persons for work at height on the premises who have attended training with the health and safety consultant commensurate with their specific work tasks and they are authorised to:</p> <ul style="list-style-type: none"> <li>• Use stepstools and stepladders in accordance with their training</li> <li>• Carry out termly inspections of all on-site ladders, stepladders</li> <li>• Remove access equipment from use if defective or considered inappropriate for use</li> </ul> <p>No staff are permitted to use any access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.</p> <p>A documented check of all work at height equipment is carried out termly by the SM to ensure the continued safety and suitability of the equipment. Any equipment that is found to be defective is removed from use and disposed of. Defective equipment is replaced if required.</p> <p>Work at height on the school premises is only permitted to take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• Any work to be carried out at height must be underpinned by a risk assessment</li> <li>• Access equipment selected for work at height must be as per the risk assessment</li> <li>• Any staff working at height must be appropriately trained to use the access equipment</li> <li>• Staff are not to improvise or use alternative access methods of their own choice</li> <li>• Use of any furniture, including tables and chairs, is forbidden for any work at height. Only items that are on our ladders register can be used.</li> <li>• Staff may only use step stools and step ladders if they have received training commensurate to their role and specific work tasks. The annual health and safety training is appropriate for teaching staff using work at height equipment to occasionally access shelves and update noticeboard displays</li> <li>• Any safety concerns about a work at height task must be raised prior to work starting</li> <li>• Access equipment used on site such as ladders and stepladders must only be those provided by the school and are never to be lent to, or borrowed from, third parties or contractors</li> <li>• Contractors working at height are to be appropriately supervised and must only use their own access equipment</li> </ul>

- No member of staff will be allowed on the school roof with the exception of the roof area that are accessed through a school door and is fully protected by edge protection. This area is directly above our school kitchens, accessed by the door at the top of Stairway 2.
- No member of staff is allowed to work at height while lone working

Our guidance for all staff is that work at height is to be avoided where possible. This means we aim to site items that might need to be accessed within arms' reach, eg clocks.

**RELATED POLICIES**

- Administration of Medicines Policy
- Behavioural Policy & School Behavioural Policy
- Safeguarding and Child Protection Policy
- Emergency Management Plan
- Fire Evacuation Plan (with Fire Marshal Routines)
- Fire Safety Manual (to be added following the pre-occupation fire safety risk assessment)
- First Aid Policy
- H&S Training Plan & Record
- Non-Fire Emergency Evacuation Plan & Lock-Down Procedure
- Off-Site Visits Policy
- On-Site Security Policy & Procedures
- Security and Lone Working Policy
- Supporting Pupils with Medical Conditions Policy (with Administration of Medicines)

**CONTACTS**

ROLE	NAME	POSITION	CONTACT DETAILS
Health & Safety Assistance & Advice	Ray West	H&S Consultant	07843 262855 <a href="mailto:rwsafetyolutions@gmail.com">rwsafetyolutions@gmail.com</a>
Trust Health and Safety Advisor	Elsbeth Monk	Premises H&S Manager	07983 998097 <a href="mailto:e.monk@chi.ac.uk">e.monk@chi.ac.uk</a>

SCHOOL CONTACTS			
ROLE	NAME	POSITION	CONTACT DETAILS
Health & Safety Lead Governor Safety Committee	Colin Whitaker	Governor	Via School Office
Responsible Manager Designated Safeguarding Lead Qualified Risk Assessor Accident Investigator Asbestos Competent Person Lettings Lead Safety Committee Mental Health Lead	Ruth Worswick	Headteacher	Via School Office
Accident Investigator Qualified Risk Assessor EVC Safety Committee Mental Health Lead     Fire Safety Coordinator	Kirsty Dixon	Deputy Headteacher	Via School Office
AdminTeam Mini Bus Administrators		AOO	Via School Office
Medical Officer Accident Investigator	Teresa Campbell	Administrator	Via School Office
SENCo PEEPs Manager	Annabel Buckman	SENDCo Leader	Via School Office
Legionella Competent person Asbestos Competent Person Fire Safety Coordinator COSHH Risk Assessor Risk Assessor Work at Height Responsible Person	Mike McKnight	Site Manager	Via School Office
Legionella Competent person Asbestos Competent Person Risk Assessor	Ben Coughlan	Assistant Site Manager	Via School Office
Mental Health Lead	Bev Tait	Pastoral Team	Via School Office
External Fire Risk Assessor	Russell Marsh	External Fire Risk Assessor	Southern Fire Protection Ltd Unit 20 The Challenge Enterprise Centre Sharps Close Portsmouth Hants PO3 5RJ mike@sfpltd.co.uk Tel: 023 9266 2774 / 07774 660512
External Legionella Risk Assessor	PCC	External Legionella Risk Assessor	Housing, Neighbourhood and Building Services Portsmouth City Council Civic Offices Floor 3, Core 5

Repairs & Maintenance	2teck	Term Contractor	Leydene House, Waterberry Dr, Waterlooille PO7 7XX
Fire Equipment Inspectors	Churches Fire	Term Contractor	Churches Fire & Security LTD Fire House, Mayflower Close, Chandlers Ford, SO534AR
Play Equipment Inspectors	Universal Services (Sports Equipment LTD)	Term Contractor	Beckingham Buisness Park Tolleshunt Major Maldon Essex CM98LZ Tel- 07766056064
Catering Lead	Caterlink	Caterers	Hilary Lane (Area Manager) Susan Lane<hlane@caterlinkltd.co.uk>
Grounds Maintenance	Dean Cawte	Contracted Grounds Maintenance	<a href="mailto:chichestergardencraft@gmail.com">chichestergardencraft@gmail.com</a> 07789012002
Mini Bus Lease Company	CVM Group		01489 880 050 <a href="http://www.cvmgroup.co.uk">www.cvmgroup.co.uk</a>
Hampshire Education Visits & Outdoor Learning	/	/	outdoor.education@hants.gov.uk
Public Health England	/	/	<a href="http://www.gov.uk/government/organisations/public-health-england">www.gov.uk/government/organisations/public-health-england</a>
Health and Safety Executive (HSE)	/	/	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>